Document Name	Document type	Department	Document owner	Date Created	Review Date	Status	Storage Location
Executive Meeting Agenda	Meeting Document	Executive Administration	Executive VA	24/10/2026	30/10/2026	Under Review	Executive Administration / Meetings
Departmental Meeting Minutes	Meeting Record	Operations	Operations Manager	24/10/2026	31/10/2026	Approved	Operations / Meeting Records
Staff Training Schedule	Training Document	Human Resources	HR Coordinator	24/10/2026	07/11/2026	Pending Review	Human Resources / Training
Administrative Procedure Review Log	Procedure Document	Quality & Compliance	Quality Coordinator	24/10/2026	14/11/2026	In Progress	Quality & Compliance / Procedures